

# Grant Application for Technical Assistance Funds

**Workforce**  
*Training Fund*

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## **The Massachusetts Workforce Training Fund**

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**Application Due Date:** Received by DCS by 5:00 p.m.;  
March 1, 2006  
Round 23

**Mitt Romney**, Governor  
**Kerry Healey**, Lt. Governor

**Jane C. Edmonds**  
Director, Department of Workforce Development

**Ranch Kimball**  
Secretary, Executive Office of Economic Development

# Workforce Training Fund Application for Technical Assistance Funds

## Guidelines

### 1. What is the Workforce Training Fund?

The Workforce Training Fund is a state fund financed entirely by Massachusetts employers, and enacted into law in July 1998. The purpose of the fund is to provide applicants with funds to train current and newly hired employees. The fund has \$18 million available each state fiscal year. A portion of these funds, available through this application, may be used to provide technical assistance to increase training opportunities available to employees of the Commonwealth's businesses as described below.

### 2. Mission of the Workforce Training Fund

The mission of the Workforce Training Fund is to provide applicants with the resources to invest in the Massachusetts workforce and improve employee skills, and to maintain the economic strength and viability of the Commonwealth's businesses. The Fund's major focus is on small to medium-sized businesses that would not be able to make this investment without the assistance of the Fund.

### 3. General Priorities of the Workforce Training Fund

The following priorities reflect the Workforce Training Fund's major focus. Technical assistance projects funded through this application should focus on training that supports these priorities:

- Projects that will result in job retention, job growth, or increased wages.
- Training that would make a difference in the company's productivity, competitiveness, and ability to do business in Massachusetts.
- An employer or labor organization's commitment to provide significant private investment in training.

### 4. What is Technical Assistance Under this Fund?

Many different kinds of technical assistance can help in the design of successful training and education programs. Technical assistance elements should be tailored to meet the needs of the individual employer or group of employers/employees involved in this program. What follows is a group of activities that are considered central to a technical assistance effort under this Fund. Projects may include some or all of these elements. Further, activities other than those listed here will be considered for funding by the Workforce Training Fund Advisory Panel. However, activities will be considered for funding if, and only if, those activities are demonstrably above and beyond the routine activities of the applicant organization. Activities common to a successful technical assistance effort include:

- Convening a group of employers, employees, or a single employer, with their support, to determine the existence of individual and/or shared training needs.
- Designing and/or applying a training needs assessment for an employer, or group of employers/ employees, at their request.
- Developing a training plan(s) based on the needs assessment(s).
- Developing customized training curricula and/or instructional materials
- Identifying career ladders and associated skills requirements
- Planning for infrastructure needed to meet training requirements of standards such as ISO9000.

**The following activities are only for Workforce Investment Boards and should be included as part of any application from a WIB.**

(The activities outlined above **may** be included if appropriate.) Innovative approaches to these activities will be given priority consideration.

- **Providing technical assistance to employers:** WIBs, working in concert with the Massachusetts Office for Business Development, may assist firms in developing applications to the Fund. As a part this technical assistance effort, WIBs may also bring firms together to initiate a training program that would address a common training need among a group of companies.
- **Brokering the relationship between firms and providers:** To address the inability of firms — especially small and mid-sized firms — to find education and training providers that offer the kind of services they need, WIBs can help firms find appropriate providers on in-depth technical assistance, education, and training.
- **Marketing the Workforce Training Fund Express Program (WTFE):** As overseer of local workforce development efforts, WIBs may market the newly created WTFE to local employers and training providers.
- **Review of applications within the WIB region:** The WIB will provide pertinent information to the Workforce Training Fund about the company, and inform the WTF whether or not, and why, the WIB supports the application. However, if a WIB itself applies for fund-

ing under the Workforce Training Fund training application, it must relinquish its review and recommendation role on other applications in its region to avoid the appearance of a conflict of interest.

## 5. Eligible Applicants for Technical Assistance Grants

The following applicants are eligible to apply for Technical Assistance grants under the Workforce Training Fund. All applicants must partner with an employer, a group of employers, or a group of employees who agree to participate in the technical assistance project. Letters of commitment from those partners describing their commitment and their roles in this technical assistance application must be included as an attachment to this application. **If the applicant is an individual employer, it must partner with a technical assistance provider. It may also partner with other businesses.**

- Community colleges
- Labor organizations, such as statewide “umbrella” labor organizations
- Industry associations, such as chambers of commerce or specific business associations
- Administrative entities for JTPA Service Delivery Areas whose applications are approved by their Workforce Investment Boards
- Workforce Investment Boards
- Other entities that have expertise in providing technical assistance regarding employee training
- Individual employers that engage the services of a technical assistance provider such as one of those listed above.

## 6. Size and Duration of Grants

Grants for technical assistance will generally be made in a range from \$5,000 to \$25,000.

It is anticipated that technical assistance projects will not exceed a period of six months. (Funds may be used across state fiscal years subject to legislative authorization.) Applications will be funded based on the selection criteria below and subject to availability of funds.

## 7. Selection Criteria

Applications will be reviewed and awarded on a competitive basis. Grants will be awarded for specific project activities related to the Workforce Training Fund at the discretion of the Workforce Training Fund Advisory Panel. Applications will be reviewed using the following selection criteria:

- I. The extent to which this project addresses a real need articulated by the partnering employers or by the applicant employer (30 points)
- II. Clarity of the technical assistance project design, goals, and objectives, and the likelihood of achieving proposed outcomes (20 points)
- III. Cost effectiveness of technical assistance plan (20 points)
- IV. Organizational capacity of the technical assistance provider to successfully deliver the technical assistance proposed (15 points)
- V. Consistency with the Workforce Training Fund mission and general priorities listed above, as well as the Fund’s statutory mandate (see Chapter 175 of the Acts of 1998, sec. 3) (10 points)
- VI. Completeness of response to the application (5 points)

The points assigned above are intended solely to convey the relative importance of each selection criterion; applications will not be given numerical scores when they are reviewed.

Applications with merit that are not funded in one grant cycle may be carried over to the next at the discretion of the Workforce Training Fund Advisory Panel. Applicants will be notified in writing if this is the case.

## 8. Match Requirements

The total amount of the grant requested must be matched on at least a dollar-for-dollar basis by the applicant and/or partner organizations. Match may be either cash or in-kind and includes only those current or newly incurred costs **that are directly related** to the proposed project. The total amount of the match must be met during the period of the grant.

## 9. Application Review and Notification Process

Applications received by the Division of Career Services will be reviewed by the Massachusetts Workforce Training Fund Advisory Panel. Applicants will be notified of the status of their application approximately 60 days after the application deadline. The determination to approve or not approve an application for a training grant is not subject to appeal under any provision of G.L.c. 151A. The applicant acquires no property right or entitlement by reason of the filing of an application for a training grant, or by reason of any determination made under Chapter 175 of the Acts of 1998, sec. 3.

## 10. Application Submission Instructions

A completed application will consist of the following information in the order listed below:

1. This completed application form. Answer each question on this application form in the space provided; please do not refer to the program narrative for the answer.
2. Program narrative (1 to 5 typed pages, double-spaced);
3. A budget narrative for both grant funds and match funds (generally 1 to 2 additional pages);
4. Management letter (including any notes and annotations) from technical assistance organization's most recent financial audit; company financials from employer if employer is the applicant;
5. Letters from partner organizations indicating their agreement to participate in this project;
6. Up to 10 pages of attachments that support the application. (optional)

Important note regarding resubmissions: Each application will be considered individually on its own merits. If your application is a resubmission of one previously submitted, reviewers will consult the review sheet of the previous application. Management letters or financials must be sent with each application submission.

### Technical Requirements Checklist

The answer to each question below must be "yes." If your application does not meet the following minimum technical requirements, it will not be reviewed.

Application contains signatures of applicant and partner organization(s).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Budget is complete.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Management letter or financials are included.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Letters from partners are provided.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Massachusetts-based employees.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicant is a nonprofit organization, it pays into the Workforce Training Fund.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Send the original and 8 unbound copies of the completed application to the address below. Faxed applications will not be accepted. Massachusetts Workforce Training Fund, Division of Career Services, 2<sup>nd</sup> Floor, 19 Staniford Street, Boston, MA 02114

#### Where to Call for Assistance

If you are interested in applying for technical assistance funds and have questions about completing this application, call Mr. Vincent Lopes, Operations Manager for the Workforce Training Fund, at the Division of Career Services's toll-free Workforce Training Fund information line at 800-252-1591.

Many of the state's Workforce Investment Boards are also interested in assisting applicants and may be contacted for additional help. Further, the Massachusetts Office of Business Development may help you; call 1-800-5-CAPITAL. We also encourage you to log on to the Division of Career Services Assistance Workforce Training Fund website at [www.state.ma.us/wtf](http://www.state.ma.us/wtf) for information updates and answers to frequently asked questions about this program.

### 11. Program Requirements: Method of Payment, Reporting, Monitoring and Evaluation

1. **Method of Payment:** As a general rule, an initial payment of 25% of grant funds will be made to the grantee after the grant contract is complete. The following 50% of funds will be distributed in two payments, on a cost-reimbursement basis, upon receipt of a payment voucher from the grantee. Funds can be expected within 30 days of submission of voucher. The final 25% of awarded funds will be distributed pending receipt of a final report from the applicant, in a format provided by the Workforce Training Fund, describing if and how the project's outcomes were achieved.
2. **Reporting:** Grantees will complete a grant activity summary, in a format provided by the Workforce Training Fund, to accompany each request for grant funds.
3. **Monitoring:** The grantee agrees to make available to the grantor all records and documentation necessary to monitor and evaluate their performance under the terms and conditions of the grant.
4. **Evaluation:** Grantees will submit a final programmatic evaluation report, in a format provided by the Workforce Training Fund, with the request for the final 25% of grant funds. Grantees will agree to participate in a program-wide evaluation of the Workforce Training Fund.

# Workforce Training Fund

## Application for Technical Assistance Funds

Date: \_\_\_\_\_ Type of Applicant: (Check one)

- ☐ Community College  
☐ Industry Association  
☐ Labor Organization  
☐ Service Delivery Area  
☐ Workforce Investment Board  
☐ Individual Employer  
☐ Other (Specify) \_\_\_\_\_

**Applicant Organization Legal Name:** \_\_\_\_\_ ☐ profit ☐ nonprofit If profit: ☐ publicly-traded ☐ privately-held

DBA (if different from legal name): \_\_\_\_\_

Federal Employer Identification #: \_\_\_\_\_

MA. Vendor Code #: \_\_\_\_\_

DCS Employer Identification (tax) Number: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Partner Organization** \_\_\_\_\_ ☐ profit ☐ nonprofit If profit: ☐ publicly-traded ☐ privately-held

Federal Employer Identification #: \_\_\_\_\_

MA Vendor Code #: \_\_\_\_\_

DCS Employer Identification (tax) Number: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Use additional pages if necessary to provide information on all Partner Organizations.**

### Proposal Summary:

Number of employer(s)/employees involved: \_\_\_\_\_ Proposed start date: \_\_\_\_\_

(allow 4 months after submission deadline)

Duration of grant (number of months): \_\_\_\_\_

Occupations/trades involved: \_\_\_\_\_ Total funds requested: \$ \_\_\_\_\_

\_\_\_\_\_ Matching funds: \$ \_\_\_\_\_

Brief description of technical assistance project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you also applying in this round to the Workforce Training Fund under another application, either as lead applicant or as partner organization? ☐ Yes ☐ No

If yes, please answer the following:

Is the other application for Training Funds? ☐ Yes ☐ No

Is the other application for Technical Assistance Funds? ☐ Yes ☐ No

Who is the lead applicant? \_\_\_\_\_

Have you received any funding under a Workforce Training Fund grant in a previous round either as an applicant, training provider or partner organization? ☐ Yes ☐ No

If yes, who was the lead applicant? \_\_\_\_\_

Have you applied unsuccessfully for a Workforce Training Fund grant in the past? ☐ Yes ☐ No

Is this application a revision of a previously-submitted application? ☐ Yes ☐ No

Did you receive assistance from any of the following in developing this application? ☐ DCS ☐ WIB ☐ MOBD

☐ Other (please specify) \_\_\_\_\_

## Workforce Training Fund

# Application for Technical Assistance Funds

### Program Narrative (1 to 5 typed, double-spaced pages)

Be sure to number the pages of the narrative and any attachments.

## I. Need (30 points)

1. Describe why this technical assistance project is necessary to the employer(s)/employees involved. If the applicant is a labor organization, does the affected industry association support the concept of the proposed technical assistance project?
2. Include as attachments letters from partnering organizations that indicate their commitment to and their roles in this technical assistance project.

## II. Project Design and Objectives (20 points)

1. What are the objectives of the technical assistance project?
2. Describe the activities that the project will undertake and how each is related to the project's objectives. What is the proposed duration of each activity? What products will be developed as the result of each activity? How many employers/employees will be involved in each activity? Who are they, and why were they chosen? Include a proposed project workplan, with timeframes, benchmarks, and proposed outcomes.
3. What are the expected outcomes for each activity in the project? How will those outcomes be measured? How will you know if those outcomes have been achieved?

## III. Budget and Cost Effectiveness (20 points)

1. Describe how costs for project activities are reasonable and necessary to the success of the project.
2. Explain how the type of technical assistance to be offered will be a worthwhile expenditure of public dollars that will provide a meaningful economic benefit to Massachusetts companies and their employees.
3. Complete the project budget and budget narrative.

## IV. Organizational Capacity of Technical Assistance Provider (15 points)

1. What is the mission of the organization, and how does this technical assistance project fit into it?
2. Describe the organization's past experience and current capacity to successfully complete a project comparable to the one proposed.
3. Why is this organization the most appropriate to perform this particular project?
4. Demonstrate how the activities in this project exceed the routine activities performed by the organization.
5. Describe the background and experience of the staff who will be accountable for this project, and describe any plans to recruit, select, and train additional staff.
6. Include a copy of the management letter (including any notes and annotations) from the organization's most recent audit as an attachment.

## V. Consistency with Fund Mission and Priorities (10 points)

1. Describe how this project will address the mission, priorities and statutory mandate of the Massachusetts Workforce Training Fund.

## VI. Completeness of Application (5 points)

Has the applicant answered all the questions posed by this application clearly, completely and responsively?

## Budget

**Instructions for completing budget:** (if you need further information on how to complete the budget, call 800-252-1591):

- **Match:** The total request for grant funds must be matched on at least a dollar-for-dollar basis. (Each **individual** expense item need not be matched on a dollar-for-dollar basis). Match may be either cash or in-kind and includes only the applicants' current or newly incurred costs that are directly related to undertaking the proposed training.
- **Budget Narrative:** Attach a budget narrative, separated into project activities, that describes each budget item. Budget items must be detailed to show how each cost is derived; for example, salaries (\$12,000) = 2 project designers for x weeks at \$x per hour for x hours per week to produce a needs assessment. List match provided by the applicant separately, describe each budget item as outlined above, and indicate the source of match.
- **Attach management letter** (including any notes and annotations) from the applicant's most recent financial audit, or financials if applicant is an individual employer.
- **Note:** Use whole dollar amounts only. Do not use cents.

## Technical Assistance Project Budget

Use this form to complete your budget and check to be sure all figures are correct. Explain how each cost is derived in a budget narrative attached.

Expense Items: (List expense items by project activity)	Grant Funds Requested	Applicant's or Partners' Matching Funds	Total Cost
Salaries	\$		
Materials	\$		
Equipment	\$		
Contracted Services	\$		
Other	\$		
TOTAL	\$ (Not to exceed \$25,000)		

**Certification:** (Note: All signatures must be those of an officer of the organization with the authority to enter legally binding agreements)

I agree to meet the requirements, if selected, of the Massachusetts Workforce Training Fund for a grant award. I certify that all information contained in this proposal is true and accurate and understand that falsification of information may be cause for application non-review or award revocation. I certify that all contributions, payments in lieu of contributions, interest or penalty charges due under the Massachusetts unemployment law (G.L.c 151A) have been paid. I understand that I have acquired no property or other right by virtue of filing this application.

Signature of Officer of Applicant Organization	Title	Date
Signature of Officer of Partner Organization	Title	Date
Signature of Officer of Partner Organization	Title	Date

**Use an additional page, if necessary, to include all partners' signatures.**